



## Designation of Facility Administrator for SPARS Web Minor Sources

The following steps are required to submit construction permit applications and minor source emission inventories to the Iowa DNR using SPARS:

1. Identification of a Facility Administrator and of a Responsible Official for your facility. The same person may fulfill both roles.
2. Completion and submittal of the Facility Administrator form.\*
3. Completion and submittal of the Responsible Official form.\*

Your facility's Facility Administrator can be designated using this form. However, **if you prefer to have the Iowa Air Emissions Assistance Program at the Iowa Waste Reduction Center complete and submit your application and/or inventory, do NOT use this form. Please contact the IAEAP/IWRC for the appropriate form at (800) 422-3109.**

As the Facility Administrator, the person identified below will be responsible for creating and managing SPARS user accounts and passwords for your employees as well as for consultants. A single Facility Administrator may be identified for all of your facilities, or a Facility Administrator may be identified for each facility. Duplicate this form if multiple Facility Administrators have been identified.

☐ If there is a **CHANGE** in authorization and IAEAP/IWRC will no longer be assisting you with using SPARS, please check this box and complete the form. This will help in confirming the authorization change on all appropriate facilities. It is the responsibility of the Facility Administrator to notify the DNR if this authorization changes.

Once the DNR creates the account requested in this form, the Facility Administrator will receive a user ID and a password. If this is only a change in authorization removing IAEAP's access to SPARS data, the current Facility Administrator will receive confirmation, but will continue with his/her previously issued ID and password unless otherwise requested.

\*\*\*\*\*

Check the appropriate box if it applies:

☐ Additional Facility Administrator

☐ Replacement of Facility Administrator

\*\*\*\*\*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

**List all facilities for which you wish to be designated as the Facility Administrator**

(Duplicate this form as needed)

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Number

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Number

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Number

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Number

**\*Mail both required forms to:** Iowa DNR – Air Quality Bureau at 7900 Hickman Road, Suite 1,  
Urbandale, Iowa 50322 Attention: SPARS Data Administrator